

**From:** Nassif, Julianne (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JULIANNE.NASSIF>  
**Sent:** Thursday, August 4, 2011 10:28 AM  
**To:** Renczkowski, Daniel (DPH) <Daniel.Renczkowski@MassMail.State.MA.US>  
**Subject:** RE: Monthly drug lab meetings

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August will be challenging for a meeting. I think we'll get back on the regular schedule in September.

Yes, clean out junk in every room!

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**From:** Renczkowski, Daniel (DPH)  
**Sent:** Thursday, August 04, 2011 10:06 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: Monthly drug lab meetings

Hey Julie. Are we planning to have the August meeting? I know we didn't have the July one and I believe Peter, Betsy and Della will all be out on 8/15.

Also, you had mentioned once about cleaning out the junk in the GC room? Did you still want to do that at some point or is that on hold for now?

Thanks!

-Dan

-----Original Appointment-----

**From:** Nassif, Julianne (DPH)  
**Sent:** Monday, May 02, 2011 3:01 PM  
**To:** Rosas, Giovanni (DPH); Corbett, Kate (DPH); Feiden, Stacey (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Farak, Sonja (DPH); Hanchett, James (DPH); Pontes, Rebecca (DPH); Salem, Sharon (DPH)  
**Subject:** Monthly drug lab meetings  
**When:** Friday, May 06, 2011 11:00 AM-12:00 PM (GMT-05:00) Eastern Time (US & Canada).  
**Where:** state lab - boston room 133

I am scheduling monthly drug lab meetings. We are making good strides towards reduction of the backlog, will soon be moving to a single chemist taking a sample/case from start to finish, so we need to outline the next steps for preparation for accreditation. I know that not everyone will be able to come to all but we will do the best we can around court schedules. Giovanni will take minutes to keep us on track and inform those who are unable to attend.

Jim - you are always invited, please come when it works for your schedule. I know it's not feasible to clear out the entire Amherst Lab so I will plan on an Amherst meeting quarterly.

#### Tentative Agenda

- design for each of the "renovated" lab spaces in Boston (please bring your consensus ideas to the meeting)
- equipment
- proficiency testing
- SOPs
- documentation of training
- ???

Future meeting dates all at 11 AM 6/17, 7/18, 8/15, 9/16, 10/31